

# Caltech

## Payroll Services



## Kronos Workforce Timekeeper User Guide for **Overtime Eligible Employees**

## Welcome to Caltech!

Kronos is a web-based time collection system used to manage timekeeping for campus employees.

This guide will show you the basic navigation to help report your time and approve your timecard, following Caltech policy. Should you have any questions, please visit your Supervisor or the Payroll Activity Monitor (PAM) for your department.

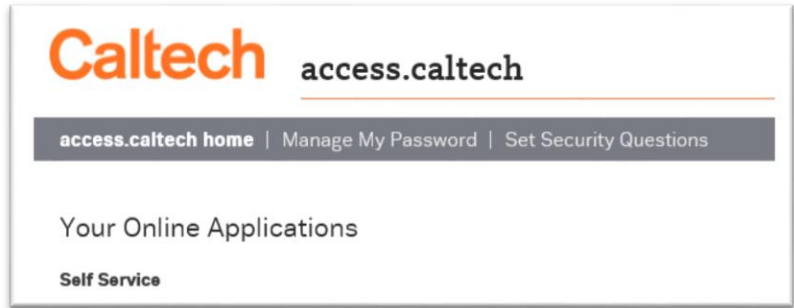
In this guide, you will learn the basic functions of how to use your Kronos timecard, including:


- Signing In
- Signing Out
- **Navigating the *Navigator***
- **Navigating My Timecard**
- **Editing My Timecard**
- **Performing Account Transfers**
- **Approving My Timecard**
- **Viewing Caltech Websites**

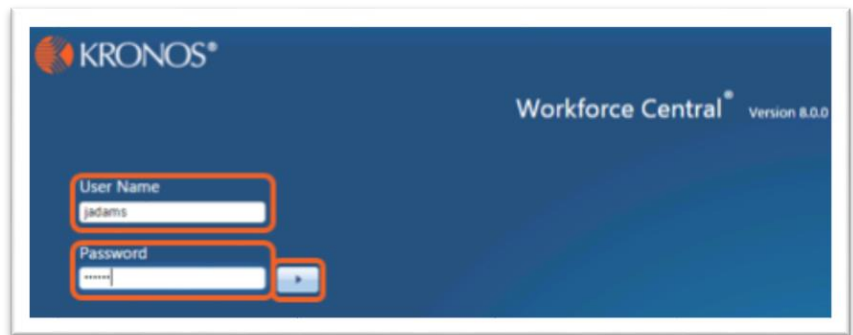
Employees will use their Caltech Access credentials when accessing Kronos.

## Signing In

Sign into Kronos via the Caltech Access page located at the following URL: <https://access.caltech.edu>  
Kronos is located under your Online Applications > Self Service



1. Access the **Navigator** sign-on page
2. In the **User Name** field, enter your Caltech Access username
3. In the **Password** field, enter your Caltech Access password
4. Click the **right-facing arrow**  or press the Enter key on the keyboard. This will bring you to your Time Card.



## Signing Out

1. Click Sign Out from the upper right corner. You will be brought to the navigator sign-on page



As you navigate from page to page Kronos prompts you to save any unsaved changes, but best practice is to save frequently.

- Always end your work session by clicking the **Sign Out** link, located in the upper-right corner: Clicking **Close (x)** without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.

## Navigating the Navigator

The Kronos Navigator is a user interface that allows employees to access, view, and modify their time and labor data through a web browser. The Kronos Navigator is configured to reflect responsibilities and tasks based on the employee role. The Navigator below includes widgets (tools) which allow the user to perform various tasks.

The screenshot shows the Kronos Navigator interface. Callout boxes A through G point to the following elements:

- A**: Active Panel (Kronos logo)
- B**: Home Workspace / Primary Widget (My Information tab)
- C**: Maximize / Minimize (restore) icon
- D**: Gear Icon (Settings)
- E**: Name / Sign Out (User profile and Sign Out button)
- F**: Tab Section (Totals, Accruals, Audits, Approvals, Historical Corrections)
- G**: Related Items Pane (Sidebar menu)

The main content area displays a 'My Timecard' widget with a table of dates and schedules, and a 'Totals' section with a table of pay codes and amounts.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Dail
Tue 7/16	7:30AM-4:00PM										
Wed 7/17	7:30AM-4:00PM										
Thu 7/18	7:30AM-4:00PM										
Fri 7/19	7:30AM-4:00PM										

Pay Code	Amount
Hrly Wage	27.0
Total Pay for Period	43.0
Vac Pay	16.0

**A** - Active Panel

**B** - Home Workspace /Primary Widget

**C** - Maximize / Minimize (restore)

**D** - Gear Icon

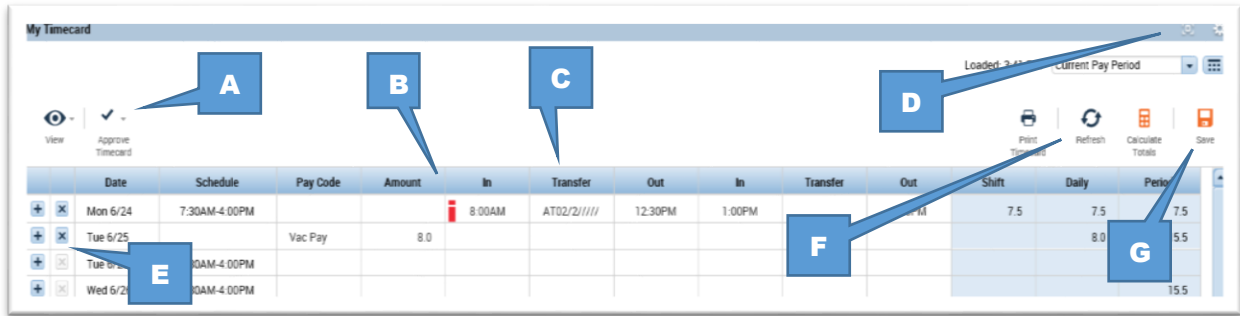
**E** - Name / Sign Out

**F** - Tab Section

**G** - Related Items Pane

## Navigating My Timecard

The Timecard widget allows users to view time entry data. My Timecard shows the user's shift and daily totals, and schedule hours if a schedule has been entered. Exceptions can be viewed and addressed here as well.



**A - Approve Timecard:** Use this to approve My Timecard at the end of each pay period after reviewing and making any necessary edits. The approval can be removed to edit again, if the manager has not yet approved.

**B - Visual indicators:** Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details

**C - Account Transfer:** Also known as Labor Transfer cell, this is used to identify additional assignments other than the Primary assignment.

**D - Minimize/Maximize:** Click to expand a widget or restore it to its original size.

**Gear:** Promote a secondary widget or close and return to Related Items pane.

**E - Add/Delete a Row:** Click to add a row to make additional entries, or delete all entries on a particular row.

**F - Refresh:** Click to refresh data after timecard changes. Refresh will return My Timecard to the last saved entry.

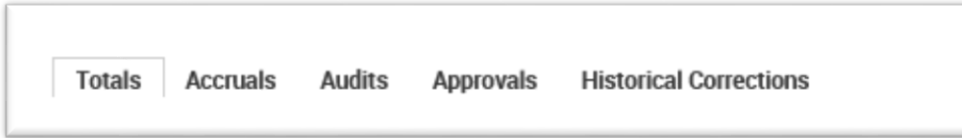
**G - Save:** Click to save your changes. Note: when **orange**, this indicates a save is necessary

*Note:*

- You can only make edits in My Timecard when it is in the Primary widget position
- If My Timecard is in the Related Items Pane, click the link and the widget will open in a new workspace

## Tab Section

The Tab section displays five tabs; Totals, Accruals, Audits, Approvals, and Historical Corrections.



### Totals

This section is a summary of the totals entered into the timecard for the period. The total hours will include hours worked, paid leave hours, differentials, and premiums.

### Accruals

Available paid leave balances will be viewable when selecting the Accruals tab. Vacation, sick and personal holiday accruals are updated weekly from Oracle.

### Audits

This section provides an audit trail of all saved transactions (timecard edits, approvals, etc.) that have occurred during the selected pay period.

### Approvals

Employee approvals, Manager Approvals, and Sign-offs by the Payroll Activity Monitor are shown here.

### Historical Corrections

Historical corrections are made by the Payroll Activity Monitor in signed-off pay periods, to record changes such as entering missed punches, or modifying missed paid leave amounts. The system generates corrections, which are reflected in the previous and current pay periods.

Historical Corrections appear in this tab for the period in which the correction is applied, i.e., the period in which the work was performed.

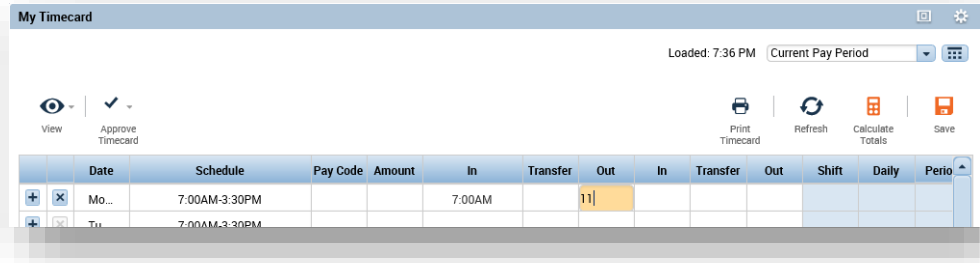
The correction amounts are included in the Totals tab in the period the correction is entered, i.e., the period in which the hours will be paid.

Account	Amount	Comment	Edit Date	Effective Date	Historical Date	Include in Totals	Note	Pay Code
1/NA/NA/NA/NA/NA	-1.0		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Meal Premium
1/NA/NA/NA/NA/NA	-0.5		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Over time
1/NA/NA/NA/NA/NA	-3.5		6/18/2019 10:48...	6/18/2019	5/28/2019	Yes		Hrly Wage

## Editing My Timecard

Overtime eligible employees should report all time worked and absences using appropriate pay codes on a daily basis. Timecards should not be completed in advance of hours worked.

To enter your time worked, go to My Timecard. Click in the cell **In**. Enter the time you began work.



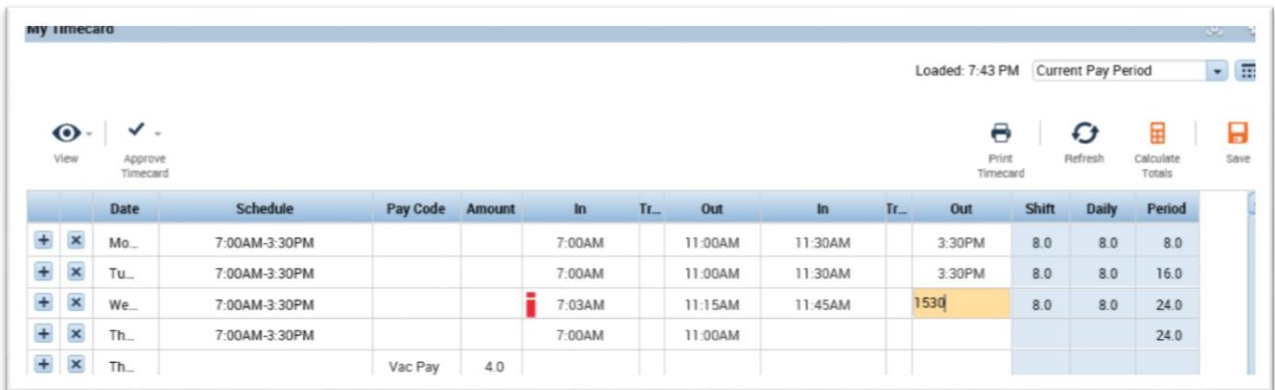
In the example above, by entering the number “7” and tabbing to the next cell, Kronos understood the entry should be 7:00AM. In the next time entry, entering just the number “11” Kronos understood that as 11:00AM.

A more complete timecard for the week is shown below.

On Wednesday, the employee was a few minutes late for his/her shift, and also left for lunch later than usual. Kronos alerts the user that the times entered do not match the employee’s schedule.

*Time Formats for Entries*  
 When entering time on My Timecard, you can abbreviate times. For example, 7:00pm = 7P  
 Time entered is accepted as morning (“am”), unless the user designates “pm” or uses military time; 7:30pm = 1930

In order to record paid leave hours, enter the appropriate pay code from the drop down menu in the **Pay Code** cell for that day. Click in the corresponding cell in the Amount column and enter the number of hours. In the example below, the employee worked a half-day, and wants to take a half-day of vacation. His/her scheduled workday is 8 hours, so 4 hours are entered in the Amount column.



- Notice on Wednesday, when the employee is entering the **Out** punch for the day, the entry is in military time: 1530. Kronos knows this is actually 3:30PM. The employee could also enter 330P.

## Performing Account Transfers

By default, hours worked are applied to the primary job assignment. Hours can be easily applied to an alternate assignment by using the 'Transfer' column.

Schedule	Pay Code	Amount	In	Transfer	Out
7:30AM-4:00PM			8:00AM	SD01/5/////	12:30PM
	Vac Pay	8.0		EB00/4/////	
7:30AM-4:00PM				BR00/3/////	
7:30AM-4:00PM			8:00AM	AT02/2/////	12:30PM

The alternate assignment can be applied to a partial shift, or the entire day. The most recently used transfers will show in the drop down menu. Additionally, multiple assignments can be entered per day, if worked.

### Transfer

Labor Account SA00/////

Labor Account |

**Add Labor Account** Clear All

Department: SA00 - STUDENT AFFAIRS | X Not Used 5:

Assignment N...  Not Used 6:

Direct Report: Smart search... Used 7:

Not Used 4: - -

- 0000 Generated during...
- 1 Primary Assignment
- 2 Second Assignme...
- 3 Third Assignment
- 4 Fourth Assignment
- 5 Fifth Assignment

To select a new labor account, click in the Transfer column and select the word **Search**.

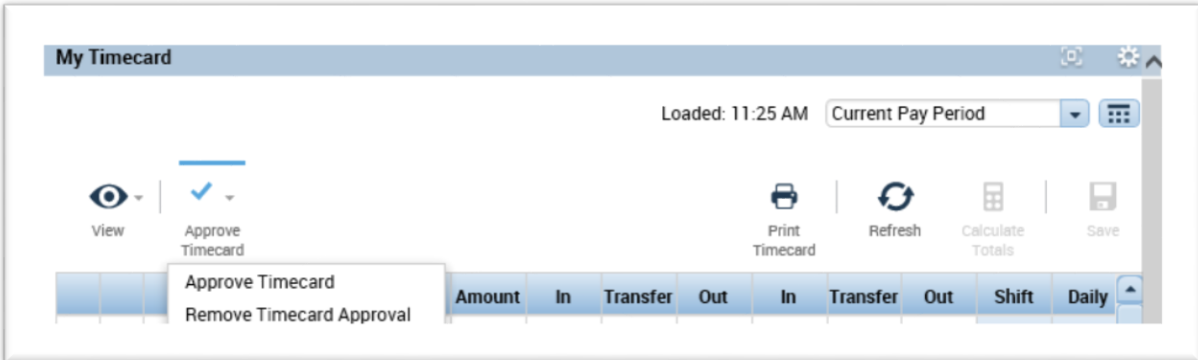
In the Transfer window select your alternate Department from the drop down menu, then select the correct assignment number for this assignment. Click **Apply** when finished.

If you do not know the assignment number, please contact your Supervisor or PAM.



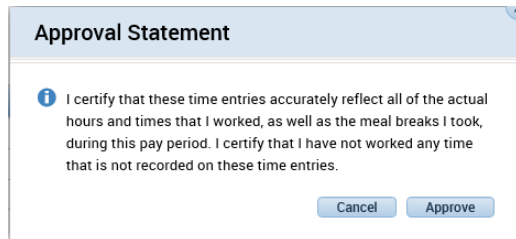
## Approving My Timecard

Employees must approve their timecard by the end of each pay period. By approving the timecard, you attest to the best of your knowledge that your information submitted is complete and accurate.



- Use the Period drop down list to navigate between time periods. Select the Current period
- Approve My Timecard at the end of the current period, or at the end of the last day you expect to be working in the period

- Overtime Eligible employees will see an Approval Statement window appear after clicking Approve Timecard. Read the message, and click Apply when ready.

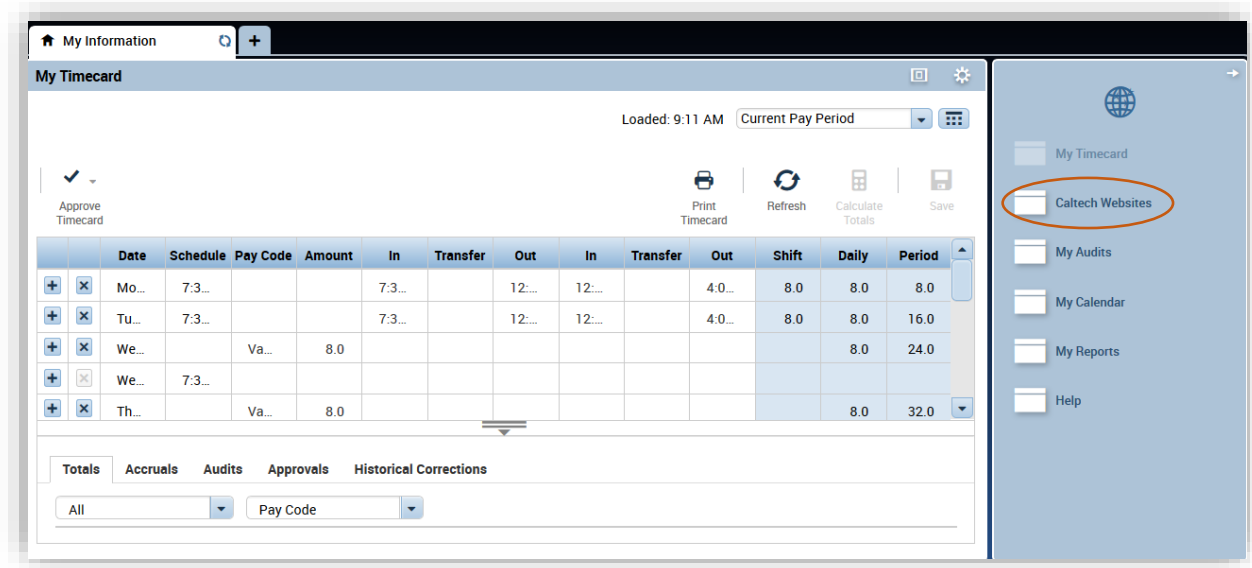


- If you need to make another edit before the period has ended, you can remove your approval.
- Once your manager has approved your timecard, you will not be able remove your approval or make additional edits

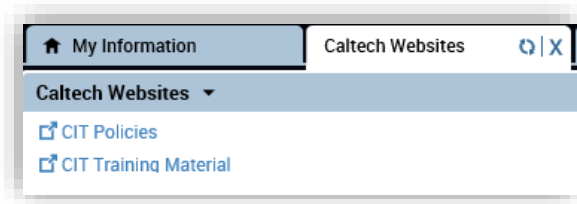
*If you discover unreported hours or other corrections from a prior pay period, please contact your PAM or Supervisor to submit a Historical Correction.*

## Viewing Caltech Websites

On the Related Items Panel of the Navigator, click the **Caltech Websites** link.



The **Caltech Websites** widget will open, showing the available sites:



- [CIT Policies](#)
- [CIT Training Material](#)
- [Caltech Payroll](#) Calendar

## Resources for Timecard Entry

To get more detailed information on Kronos and making timecard entries please use any of the following resources:

- Your Supervisor
- Your Payroll Activity Monitor
- [CIT Policies](#)
- [CIT Training Material](#)
- [Caltech Payroll](#) Calendar
- Payroll Hotline x8668